

September 2, 2011

Dear Employer:

The influenza season is fast approaching and along with it comes planning for preventive steps toward a healthy working population. Influenza immunization creates many benefits for the employee and the employer including:

- Prevents illness and absence from work
- Reduces need for temporary employees due to employee illness
- Reduces the risk of transmitting influenza to co-workers, family and friends
- Promotes wellness in the workplace
- Increases financial savings due to decreased sick time
- Reduces health insurance costs
- Improves moral, quality of life and leisure time
- Reduces stress by not hindering productivity through sick leave
- Boosts corporate image

Workplace influenza immunization is also:

- Cost effective - minimal down time needed for employees on day of onsite clinic
- Time efficient - onsite clinic structured around your work day
- Convenient - no payment at time of clinic

Alberta Health Services *Immunization Business Unit* (IBU) offers onsite influenza immunization to businesses for their employees 16 years of age & older on a fee for service cost recovery basis. Alberta Health Services staff are experts in the field of immunization providing in excess of 400,000 immunizations on an annual basis with a quality assurance program under the direction of the Medical Officer of Health (MOH). Our qualified nursing staff provide onsite immunization in accordance with standards set by Alberta Health and Wellness.

The *Immunizations@work* Influenza Program will take place October 17 to December 16, 2011.

If you are interested in arranging an onsite influenza clinic for your employees:

- 1) **Determine** the number of employees **16 years of age & older** who wish to be immunized.
- 2) **Fax the completed & signed agreement and cost sheet** to (780) 735-0101.
- 3) **Wait to receive a phone call from IBU staff to book a date & time** for your onsite clinic.

Please do not hesitate to contact the **Immunization Business Unit at 780-735-0112** with any inquiries you may have regarding the attached information. We look forward to contributing to the health of your organization.

Sincerely,

Carol Mitchell

Carol Mitchell, RN BScN

Client Advisor

Immunization Business Unit

What is Influenza?

Influenza, more commonly known as the “flu”, is a respiratory illness caused by a virus.

- It is spread through the air. The virus gets into the air when someone with influenza coughs, sneezes, or even talks. Individuals breathe in the virus and can become sick. It can also be spread by handling objects that have been coughed or sneezed upon.
- Anyone can get influenza, it is one of the world’s most contagious viral diseases.
- Influenza symptoms include fever, chills, cough, sore throat, headache, muscle aches, loss of appetite, and tiredness. Most people get better within a week, but influenza can keep you in bed for 5 to 10 days.
- Children or adults with a chronic illness and adults over 65 may develop severe complications such as pneumonia, kidney and heart failure that can be life threatening.

The societal cost of influenza:

- Each year in Canada:
 - one in six will get influenza
 - 1.5 million working days will be lost
 - 70,000 – 75,000 people will be hospitalized
 - 3,700 influenza related deaths (6th leading cause of death)
 - \$500 million in direct medical costs will be incurred

Influenza Vaccine:

- An annual vaccination is the best way to reduce the impact of influenza on you, your workplace and your family.
- The vaccine prevents 70-90% of influenza cases.
- The best time to receive an influenza vaccine is in the fall, before influenza season starts. However, it is never too late to be vaccinated as influenza season in the northern temperate zones is typically anytime between October and April.
- Protection begins about 2 weeks after administration of the vaccine and lasts approximately 6 months.
- The influenza vaccine does not affect a person’s immune system so that they require immunization every year. The immunization is needed yearly because the viruses change. A new vaccine is made each year to provide protection against the virus most likely to cause illness in that year.
- **The vaccine cannot cause influenza** as it is a killed virus. Most people have little or no reaction.
- **Even healthy adults should be immunized because they can spread influenza to family and members of the population who are at risk for more severe complications of influenza.**

Planning a Successful Influenza Immunization Clinic

- The workplace influenza immunization is a **voluntary program for employees 16 years of age and older**. Staff younger than 16 years of age are able to access the vaccine at any of the advertised Public Health sites
- Determine the number of employees who wish to be immunized. An estimate within 5% of the total number of people to be immunized is required at the time of booking. Use of a **sign-up sheet with a deadline** posted in areas frequented by employees facilitates a more accurate estimate of numbers to be immunized.
- Schedule employees in groups of **5 people every 15 minutes**.
- Arrange to have a contact person available the day of the onsite clinic.

We look forward to providing onsite influenza immunization to your organization for the upcoming influenza season.

**Influenza Immunization
Agreement Between
Immunization Business Unit (IBU)
And**

Name of Organization: _____

Billing Address: _____ City: _____ Postal Code: _____

Phone: (780) _____ Fax: (780) _____ E-Mail Address: _____

Name of Contact: _____ **Phone: (780)** _____

Address of Onsite Clinic (if different than above): _____

Expected number of employees to be immunized: (if more than one site please specify number of sites and number per site) _____

The above named organization does hereby request the Immunization Business Unit to provide Influenza immunization under the following terms and conditions:

1. Only individuals that present voluntarily and are approved by the Authorizer will receive the Influenza immunization.
2. A minimum of 20 employees is required to provide an onsite clinic and will be the minimum amount invoiced to the organization.
3. A fee of \$150.00 will be charged to the organization for onsite clinics **cancelled or rescheduled within 5 business days of the date booked** for the onsite clinic.
4. The AHS accounting department shall invoice the Authorizer for the above named organization in accordance with the **attached cost sheet** .
5. The Authorizer for the organization shall reimburse AHS within 30 days of receipt of the invoice.

Carol Mitchell

Carol Mitchell RN BScN
Client Advisor, Immunization Business Unit

Name & Position of Authorizer

September 02, 2011

Date

Date

FOR OFFICE USE ONLY

Agreement Received	
Account Number	

**2011 Cost of Onsite
Influenza Immunization**

Please check appropriate box for type of onsite clinic requested.

Onsite clinic scheduled by number of staff to be immunized.

Employees must be booked in groups of 5 people every 15 minutes.

- 20 employees or more \$15.00 per employee
If less than 20 employees would be invoiced for a minimum of 20.

*A fee of \$10.00 per employee will be invoiced to the organization for each missed/unfilled appointment exceeding 10. Final numbers must be reported a minimum of 5 business days prior to the onsite clinic date.

**Onsite clinic scheduled by the hour (minimum of 3 hours & 20 employees),
for the day or on the weekend.**

Employers not required to book employees in groups of 5 people every 15 minutes.

1. Hourly Rate:
7am – 4pm \$60.00 per hour per nurse plus \$15.00 per employee
4pm – 9pm \$75.00 per hour per nurse plus \$15.00 per employee
2. Weekend Rate: \$75.00 per hour per nurse plus \$15.00 per employee
3. Daily Rate: \$800.00 per day per nurse plus \$15.00 per employee

Please fax Agreement and Cost sheet to:
780-735-0101.